

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 966-11

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
UMBC		Student Affairs Division Student Health Services Department
Item No.	Description	Retention
1.	<u>Personnel</u> All records on staff employees are filed in the office of the Secretary to the Director, and are available only to the Director, the secretary (as appropriate) or the individual employee.	Retain seven (7) years after leaving, then destroy.
2.	<u>Medical Records</u> All records are kept in the Medical Records area and are available only to the receptionist to pull (not to read), to be seen for visit, for Medical Records Coordinator to place lab, referral or consult, health care provider seeing student, client themselves, or will be released if a client signs a release of medical records for a certain individual or agency.	Retain five (5) years from last visit, then destroy.
3.	<u>Accounting Records</u> Purchase Orders Invoices Time & Leave Printouts Payroll Printouts Requisitions Journals	Retain for three (3) years or until audit requirements have been fulfilled, then destroy.
4.	<u>Individual (Daily) Time Sheets</u>	Retain for one (1) year, then destroy.
5.	<u>Budget Records</u>	Retain final printout for five (5) years, then destroy.
6.	<u>Capital Inventory Printout</u>	Retain for three (3) years or until audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

5/18/83
Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
7.	<u>Quality Assurance Information</u> (Lab Work)	Retain for seven (7) years, then destroy.
8.	<u>General Correspondence</u> Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies, and other miscellaneous papers relating to this office.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other materials relating to planning and policy that illustrate the development of this office. For eventual transfer to school archives.
9.	<u>Research Papers and/or Published Articles</u>	Retain permanently one copy. For eventual transfer to the school archives.